Basic Attributes of Data Elements

The following table provides guidance on the information that is required to fully attribute data elements. This list of attributes (or characteristics) is aligned with the International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) International Standard, Information Technology – Specification and Standardization of Data Elements (ISO/IEC 11179) and the Federal Geographic Data Committee (FGDC) approved Content Standard for Digital Geospatial Metadata (FGDC-STD-001-1998). The grouping of attributes in attribute categories matches those used in the ISO/IEC 11179 standard for registration of data elements. A Data Element Attribute Dictionary which fully describes each attribute is available at http://web.blm.gov/data_mgt/support/data_element_attribute_dictionary.doc

Attribute Category	Attribute	Description
Identifying	Name	The data element name is made up of an Object Class Term, a Property Term, and Representation Term. The name of the data element must follow the Data Element Naming Convention (see Attachment 3).
	Identifier	Unique identifier assigned to the data element by data management staff.
	Version	Unique version number assigned to the data element by data management staff.
	Synonymous Name	An alternative name for the data element that represents the same data element concept.
	Context	The application or professional discipline from which the data element originates.
Definitional	Definition	A definition must be provided that: • is not circular or self defining (doesn't simply restate the words in the element name to define it). • includes references to any aliases and exceptions, as applicable. • does not contain abbreviations or acronyms unless the meaning of the abbreviation or acronym is clear from the context and generally understood. • is expressed without having to define the words used.

Attribute Category	Attribute	Description
		• uses common terminology. • is stated in the singular.
Relational	Keyword(s)	One or more significant words used for retrieval of the data element.
	Business Rules	List any business rules that apply to the data including but not limited to: • Limitations on use • Access/security • Update/change requirements • Data history requirements A discussion of business rules can be found at http://web.blm.gov/data_mgt/guidelines/index.htm
	Data Source	Where or from whom the data is collected, purchased, or exchanged.
	Managing Application	The name of the application that controls the entering, updating, and deleting of the data contained in the data element.
	Data Standard	If this data element is part of a standardized dataset, indicate which one (e.g.; Cadastral Data Content Standard, FGDC-STD-003, Interagency Trails Data, etc.)
	Data Scope	Indicate the scope of the data contained in the element (local, statewide, Bureau-wide, department-wide, interagency, national, or international).
	BLM Data Subject Area	The name of the BLM Data Architecture data subject area that contains the data element. The current list of data subject areas is included in Attachment 2.
	BLM Subject Function Code(s)	The BLM subject function code(s) supported by this data element (See http://www.blm.gov/nhp/efoia/sfcode-numeric.html).

Attribute Category	Attribute	Description
	BLM ABC Program Element(s)	The BLM activity based costing (ABC) program element(s) supported by the data element (see http://web.wo.blm.gov/abc/Index_Other.htm).
	Authority(ies)	The regulatory or statutory authority under which the data is being collected.
Representational	Layout of Representation	The layout of data element values expressed as a character string (e.g.; AA999, AAAA, 99.9). The layout describes the precision for decimal numbers.
	Data Type Name	A designation of the type of data contained in an element (e.g., character, integer, real, etc.).
	Maximum Size of Data Element Values	The maximum number of positions allowed for the data values the element may contain.
	Minimum Size of Data Element Values	The minimum number of positions allowed for the data values the element may contain.
	Permissible Data Element Values	The singular value(s) or range of values that a data element may contain "(e.g., domain values or code list with definition).
	Permissible Data Element Values Start Date	The first date the element values are allowed.
	Permissible Data Element Values End Date	The last date the element values are allowed.
Administrative	Responsible Organization	The Lotus Notes Address Book Department code of the organization within BLM that is responsible for the contents of the attributes of the data element.
	Data Steward Name	The name of the Data Steward responsible for the contents of the attributes of the data element.
	Data Steward E-Mail Address	The e-mail address of the Data Steward responsible for the attributes of this data element.

Attribute Category	Attribute	Description
	Data Steward Phone Number	The phone number of the Data Steward responsible for the attributes of this data element.
	Data Steward Fax Number	The fax number of the Data Steward responsible for the attributes of this data element.
	Submitting Organization	The Lotus Notes Address Book Department code of the organization within BLM that submitted the data element and its metadata attributes for consideration.
	Contact Name	The name of the person responsible for submitting this data element for consideration.
	Contact E-Mail Address	The e-mail address of the person responsible for submitting this data element for consideration.
	Contact Phone Number	The phone number of the person responsible for submitting this data element for consideration.
	Contact Fax Number	The fax number of the person responsible for submitting this data element for consideration.
	Comments	Comments about the data element or its attributes.